



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FOOD SERVICE**

**ADMINISTRATIVE POLICY NO. 2  
SCHOOL YEAR 2005-2006**

**SUBJECT:** School Meals Program  
Claim Submission 60 Day Deadline Schedule and Late Claim Exception Options

**DATE:** July 25, 2005

USDA regulations require that Claims for Reimbursement for the School Meals Program be submitted to the Michigan Department of Education within 60 days of the last day of the month claimed. The following deadlines must be met in order to receive reimbursement payments:

CLAIM MONTH	DUE DATE	FINAL DEADLINE
July 2005	August 10, 2005	September 29, 2005
August 2005	September 10, 2005	October 30, 2005
September 2005	October 10, 2005	November 29, 2005
October 2005	November 10, 2005	December 30, 2005
November 2005	December 10, 2005	January 29, 2006
December 2005	January 10, 2006	March 1, 2006
January 2006	February 10, 2006	April 1, 2006
February 2006	March 10, 2006	April 29, 2006
March 2006	April 10, 2006	May 30, 2006
April 2006	May 10, 2006	June 29, 2006
May 2006	June 10, 2006	July 30, 2006
June 2006	July 10, 2006	August 29, 2006

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
www.michigan.gov/mde • (517) 373-3324

## **LATE CLAIM EXCEPTION OPTIONS**

**If your claim is received after the final deadline date, you will receive notification regarding the following two options:**

### **WITHIN YOUR CONTROL EXCEPTION**

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*This option may be used if the lateness of the claim or amendment submission is due to circumstances within your control. The Michigan Department of Education has the authority to approve and process the payment of one late claim or amendment within a 36 month period. That approval is dependent upon receiving a corrective action plan which includes:*

1. Actions taken to avoid repetition of the situation linked to the late claim or amendment submission;
2. Actions taken to avoid any future late claim or amendment submission;
3. A statement that your organization understands that an exception can be granted only once every 36 months for a late claim submission that is within your control. Future late claims or amendments will not be paid unless your organization has not been granted an exception during the previous 36 month period or the lateness can be attributed to conditions outside your control; and
4. The signature of the authorized official for the School Meals Program.

### **OUTSIDE OF YOUR CONTROL EXCEPTION**

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The second option is available if the lateness of the claim or amendment was beyond your control and you want to request an exception to the regulations. You need to submit:

1. A written request for an outside of your control exception.
2. A detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time.

The information you submit will be reviewed by the state agency. If it is determined that the submission of the late claim or amendment was due to circumstances beyond your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. The Michigan Department of Education does not have the authority to process this type of payment. That authority rests with the USDA regional office.

<p><b>USDA regulations allow for claims to be amended at any time when the number of meals reported on the amendment results in a downward adjustment in the reimbursement value of the claim.</b></p>
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### **COMBINED CLAIMS**

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- If the school year ends with 10 or fewer meal serving days in June, combine the June claim data with the May claim.
  - If the school year begins with 10 or fewer meal serving days in August, combine the August claim data with the September claim.